



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Personnel Department		BU: 0070
Division: Communications Division	Section/District:	
Job Title: Governor's Summer Internship - Web Developer		Job Code: N/A
Working Title (if different from above): JOB OPENING ID 583594		
Reports To: Director of Communications		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 05/13/2013

Purpose of Position/Summary:

The Governor's Summer Intern carries out a wide variety of advanced technical computer system duties as the Communication Department's Summer Web Developer Intern. This involves the design and development of internal and external web pages and web applications. Incumbent writes code to create said sites and applications, as well as tests and debugs the applications. Definition and development of information processing requirements, evaluation of technology needs, formulation of solutions, establishment of priorities and monitoring progress are also involved. In addition, incumbent offers creative services, as needed, on other communications vehicles, including, but not limited to, design, layout, writing and editing.

Essential Duties/Responsibilities:

Projects may include the following (but are subject to change):

- Designs and develops web pages and web applications using a variety of programming languages including HTML, ASP, CSS, SQL, XHTML, and JavaScript.
- Tests and debugs existing and new web applications.
- Monitors system parameters in order to diagnose initial problems and performance of both the host computer system and other network systems;
- Installs, customizes and maintains the latest version of various computer software packages, including updating results with new releases that pertain to the intra/Internet information systems;
- Provides technical assistance and written guidelines for operations personnel;
- Monitors system performance in the intranet/Internet system areas and implements necessary changes to improve performance;
- Researches new techniques and technical developments to be utilized by operations to enhance system performance;
- Researches the latest accessibility guidelines of Section 508 of the Federal Rehabilitation Act. Develops coding solutions to ensure the agency intra/Internet sites meet Federal guidelines for assistive technology.
- Reviews design of applications, advises of potential problems and provides technical assistance in developing and maintaining application programs; tailors the system to provide the correct environment for applications;
- Reviews various technical manuals and related computer literature to research new technologies and technical developments in order to insure best utilization of technology available;
- Studies, prices and writes specifications for new products;
- Develops, implements and monitors work plans for assigned projects;
- Provides guidance and reviews the work of team members on special projects;
- Maintains the design and content of web sites and keeps site dynamic.
- Performs related duties as required.

Job Requirements:

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The incumbent should be working towards a four-year degree in Journalism, Communications, Informatics, Computer Science, Computer Information and Technology, Graphic Design or English and have two to three years experience in web page design and HTML. This MUST be listed in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Additional necessary knowledge, skills, and abilities:

- Extensive knowledge of HTML, CSS, JavaScript, SQL, and ASP languages;
- Extensive experience with two or more desktop publishing/imaging applications:
 - o Web Design (Dreamweaver, etc.)
 - o Photo editing (Adobe Photoshop)
 - o Drawing (Adobe Illustrator, Corel Draw)
 - o Page Layout (Adobe InDesign, Microsoft Publisher)
 - o Presentation (Microsoft PowerPoint, Adobe Connect)
 - o Multimedia (Flash, streaming audio and video)
- Extensive knowledge of computer programming including computer languages, database design, work process charting and testing of programs;
- Thorough knowledge of computer hardware and software capabilities and configurations;
- Thorough knowledge of data processing equipment including operating characteristics and limitations;
- Thorough knowledge of graphics design, graphics design software and Web enablement strategies;
- Thorough knowledge of social media (Facebook, Twitter, YouTube, blogs, etc.)
- Experience managing web analytics applications (Google Analytics, WebTrends, etc.)
- Prior experience with email marketing, maintaining email lists, HTML email and template construction a plus.
- Ability to be tactful in obtaining information and cooperation from department staff.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Incumbent works in a highly complex technical environment, designing, developing and maintaining web application software. Considerable judgment and experience are used as decisions can affect service to clients; amounts of resources used and time to implement a solution.

Incumbent must continually research the latest advances in technology and how those advances can be applied to the department's web presence and social media to ensure the public and private sector has access to State mandated procedures, administered by the department, in the most expedient manner.

Incumbent is often called upon to find a compromise between the technical constraints and maintaining good client relations

Responsibility:

Incumbent works independently implementing solutions, products and utilities without technical guidance from management. Management reviews the impact of choices in relation to the mission of the department. Technical reports provided by incumbent are part of the information utilized by management in determining department's future direction and procurement of hardware/software. Management also reviews design and content options, in relation to the department's directives.

Personal Work Relationships:

Contact with State Personnel Department staff to develop content that is compliant with department policies and procedures

Contact with vendors occurs to research and develop the best strategy for the complex technical aspects of running a web server.

Contact with other state agency Webmasters is necessary for the sharing of information regarding standards and guidelines required for compliancy with state portal policies.

Contact with the state employees occurs on a daily basis to assist the public with technical issues and website direction to ensure the highest level of accessibility to the web site(s).

Physical Effort:

N/A

Working Conditions:

Office Setting